

AGENCY			
CYCLE		SYSTEM	
PREPARED BY			

6.2.4.3.6	Purchases	Effective Date:	July 1, 1991		
		YES	NO	N/A	
6.2.4.3.6.a	Are pre-numbered purchase and field order forms used and strictly accounted for by number?				
6.2.4.3.6.b	Are invoices matched with purchase orders and receiving reports before approval for payment?				
6.2.4.3.6.c	Are invoice computations and pricing verified before approval for payment?				
6.2.4.3.6.d	Are all invoices paid in a timely manner so that discounts may be taken?				
6.2.4.3.6.e	Are monthly statements from vendors compared with accounts payable balances?				
6.2.4.3.6.f	Are purchases made by competitive solicitation?				
6.2.4.3.6.g	Are Payable Subsidiary Ledgers reconciled to the control accounts monthly?				
6.2.4.3.6.h	Are copies of order forms distributed to receiving and accounting departments?				
6.2.4.3.6.i	Are claims filed promptly for goods damaged in shipment?				